

Resume and cover letter advice and templates that you can use to design your own resume.
<http://www.careeronestop.org/ResumesInterviews/ResumesInterviews.aspx>

Sample Resume Template

First and Last Name
Address Line 1
Address Line 2
City, State Zip Code
(555) 555-5555

SUMMARY OR OBJECTIVE

Include employment objective and/or summary of qualifications here.

SUMMARY OF SKILLS AND/OR EXPERIENCE

Skill or Experience

- Description
- Description

Skill or Experience

- Description
- Description

Skill or Experience

- Description
- Description

EMPLOYMENT HISTORY

<i>Job Title</i>		
Employer	City, State	Dates
<i>Job Title</i>		
Employer	City, State	Dates

EDUCATION

Type of Award or Degree:	Degree or Certification Name (GPA if relevant)
Minor if applicable	
School Name – City, State	

LICENSES

PROFESSIONAL MEMBERSHIPS OR ORGANIZATIONS

Example of a Resume

SHIRLEY ADAMS
1234 56th Avenue
Apartment #203
Tucson, AZ 85725
(520) 555-5555

SUMMARY

Dependable General Office Worker with more than 10 years of transferable experience. Proven clerical, customer service and communication skills in a variety of settings. Upbeat, positive attitude with a history of producing quality results and satisfied customers. Computer literate.

SELECTED SKILLS

General Office

- **Organized and implemented group activities in an efficient manner**
- **Scheduled appointments and assured timely arrival**
- **Maintained accurate financial records, and paid all invoices on time**
- **Answered phones and took accurate messages**
- **Prepared reports and created documents using MS Word and WordPerfect**
- **Located desired information using the InternetCustomer Service**

- **Welcomed customers and visitors in a friendly and courteous manner**
- **Provided customers/clients with desired information in a timely manner**
- **Listened, calmed and assisted customers with concerns**
- **Established friendly and lasting relationships**

Communication

- **Utilized Internet email as an effective communication tool**
- **Answered phones in a courteous and professional manner**
- **Established rapport with diverse individuals and groups**
- **Demonstrated ability to express ideas in a team environment and influence action**

RELATED VOLUNTEER EXPERIENCE

General Office Volunteer	Salvation Army – Tucson, AZ	5 Years
Elected Secretary	Parent Teachers Association (ISD 01) – Tucson, AZ	5 Years
Event Coordinator	Neighborhood Involvement Program – Phoenix, AZ	3 Years
Group/Activities Leader	Girl Scouts of America – Phoenix, AZ	4 Years
Family Manager	Self-employed – Tucson, AZ	7 Years

EDUCATION

GED: Maricopa County Action Program, Phoenix, AZ